

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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March 6, 2006

Ms. Pam Mason
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

Dear Pam:

Enclosed is a copy of meeting minutes approved at the 2/28/2006 board meeting:

January 31, 2006 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields
Director

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**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

January 31, 2006

The January meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Steve Elliott, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski and Beverly Sue Ryan. Janey Taylor was excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Jean Elliott	Former DDRB Board Member
Daris Mann-Bingham	Former DDRB Board Member
Gene Bingham	Taxpayer
Jerry Tindall	Vocational Services
Andrea Linville	TNC Community
Jill Bartlett	Northland Early Education Center
Randy Hylton	Vocational Services
Lisa Chomor	Immacolata Manor
Chuck Wheeler	Kansas City Regional Center
Barbara Griggs	Concerned Care
Jim Huffman	Concerned Care
Belinda Leming	

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Introductions:

Glynda introduced new board member, Beverly Sue Ryan, to the audience and acknowledged the reappointment of Gail Brown.

Correspondence:

- Pathways Newsletter: Winter 2005
- Immacolata Newsletter: Fall 2005
- CEADD Class Schedule: Spring Semester 2006
- Northland Early Education Center Newsletter: Fall 2005
- TNC Letter: Announcement of new Program Director position

APPROVAL OF THE MINUTES

Mary moved and Lorry seconded that the minutes of the Tuesday, November 29, 2005 Closed Board Meeting be approved. The motion passed unanimously.

Lorry moved and Norman seconded that the minutes of the Tuesday, November 29, 2005 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

Lorry read the Treasurer's reports for November and December.

As of November 30, cash assets were \$605,291.34 in checking, \$1,845,090.06 in long-term investments and \$1,389,819.22 in short-term investments for a total in checking/savings of \$3,840,200.62. Total assets were \$5,458,860.77. Total liabilities and equity were \$5,458,860.77. Income for the month of November was \$34,350.49. Total expenses for the month of November were \$246,187.88. November expenses in excess of income were \$211,837.39. Year-to-date income was \$4,457,202.58. Year-to-date expenses were \$3,338,762.25. Total year-to-date income was \$1,079,927.33.

As of December 31, cash assets were \$446,766.32 in checking, \$1,845,090.06 in long-term investments and \$1,029,819.22 in short-term investments for a total in checking/savings of \$3,321,675.60. Total assets were \$4,940,629.35. Total liabilities and equity were \$4,940,629.35. Income for the month of December was \$30,394.32. Total expenses for the month of December were \$549,896.40. December expenses in excess of income were \$519,502.08. Year-to-date income was \$4,487,596.90. Year-to-date expenses were \$3,888,658.65. Total year-to-date income was \$560,425.25.

Mary moved and Steve seconded that the Treasurer's Reports for November and December be approved as read. The motion passed unanimously.

The Board was provided with an update on the CY2005 budget explaining why specific items went over budget and a recap of the CY2006 budget showing new account numbers and changes for the upcoming year.

EXECUTIVE SECRETARY'S REPORT

Many of the 2006 contracts mailed on January 17 have been signed and returned for our files. Two new persons were determined eligible for KCRC services after the February board mailing: one person participating in Concerned Care's ILAP program and one working at the VSI workshop. Only 12 persons still need KCRC evaluations per the board vote in February 2005. The next large office project will be to begin the 2005 financial audit. Items missing from 3rd quarter agency reports were distributed at the meeting along with the 4th quarter agency reports.

COMMITTEE REPORTS:

Executive Committee

Glynda reviewed the Board's many accomplishments for 2005 and suggested that these be mailed to Clay County Commissioners for their information.

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Finance Committee

The Finance Committee did not meet prior to the Board meeting.

Review Financial Requests

MACDDS submitted an invoice for \$1,181.25 to cover 2006 membership dues. The money would be taken from #5000:0125 Memberships.

Steve moved and Karla seconded that the Board approve payment to MACDDS in the amount of \$1,181.25 for the Board's 2006 membership dues. Voting yes: Gail, Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. The motion passed.

Banking Proposal from UMB Bank

Randy Boatman at UMB Bank proposed investing \$2,510,000 in new Treasury Notes to mature in March, April, June, July, September, November and December 2006 – months not covered with current holdings. As the notes mature, they will be placed in the interest bearing checking account and used for monthly expenses which amount to \$380,000 in 2006 as compared to \$360,000 in 2005. These proposed investments will be funded with new levy dollars received mid-January.

Karla moved and Mary seconded that the Board accept the 1/18/06 proposal by UMB Bank and make additional investments in the amount of \$2,510,000. Voting yes: Gail, Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. The motion passed.

Residential Services Committee

No report.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Long Range Planning Committee

No report. Mary will try to have some information to share at the February meeting on the search for a long range planning consultant.

Property Maintenance Committee

Dan Smith submitted inspection reports for the 4th quarter of 2005 and presented an overview on the status of work completed and work scheduled to be completed at the various property locations as follows:

North Main – no work done; none scheduled

Work was completed as follows:

Ridgeway – exterior trim paint; fill on north and south sides; replace back steps railing

Northland – grade work on both sides of house

Liberty – exterior trim painted and siding repaired

Work previously approved and scheduled:

Flora – Drainage in front of house; fill dirt on side of house

Estimated time to complete: on or before the March board meeting

Liberty – install ceramic tiles behind stove in kitchen

Sherwood – Fence replacement has been put on hold until the board could discuss repair or removal of concrete around the old pool area. Dan suggested removing all of the concrete because it is becoming a maintenance problem. Water gets underneath the concrete, and it starts breaking up. Residents are not using this area. This work would be done at the same time as the concrete removal/replacement in the front of the house.

The new bid was for an additional \$4,900 to remove the concrete in the old pool area. This includes \$1,000 credit on funding not spent on concrete repair and credit for \$1,732 approved to remove/replace concrete at the front porch and driveway.

920 S. Kent Street

Yard Drainage – Dan quoted \$4,850 to address the drainage in the back yard. This covers the cost of installing three box drains with grates in low areas along the drain pipe. The pipe would run from the back yard to the storm drain at the north end of the building. This work has been approved by the City of Liberty. The 2006 budget included \$2,975 for this project (Account #5001:161), so new money required would be \$1,875 (Account #9001). The work would be started in the spring after all work at Sherwood House is completed.

Lorry moved and Mary seconded that the Board approve \$4,900 for Modern Age Remodeling to remove all concrete in the back yard at Sherwood House and \$1,875 additional funding to correct the drainage problem in the back yard at 920 S. Kent Street. Voting yes: Gail, Karla, Steve, Norman, Glynda, Lorry, Mary and Beverly Sue. The motion passed.

**920 S. Kent Street
Triality Room #107**

Mose Electric provided two proposals to solve the heating/cooling problems experienced over the last year: new zone control system for \$12,876 and ductless heat pump system for \$8,400. Several alternatives have already been tried with no results. The room was used as a storage area in 2005. Sharon was asked to find out if the room is needed for activities, or if it could be used for something else since the number of persons being served is declining.

Lorry moved and Mary seconded that this item be tabled until the Board can find out more about how the room is currently being used or will be used in the future. The motion passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Missouri Ethics Commission: Personal Financial Disclosure Statements/Resolution

Personal Financial Disclosure Statements for board service during Calendar Year 2005 must be filed with the Missouri Ethics Commission before May 1. New board members are required to file their statements within 30 days of their appointment.

Lorry moved and Mary seconded that a resolution be adopted that the Board will follow the Personal Financial Disclosure Statement as its method of disclosing potential conflicts of interest. Information will be filed between January 1 and May 1 for all board members who served in Calendar Year 2005. The motion passed unanimously.

Nominating Committee Appointments

Glynda appointed members of the Nominating Committee as follows: Lorry Kelly, acting as Chairman, along with Gail Brown and Norman Guettermann.

COMMUNICATIONS: Guests

Immacolata is hosting their third annual bowl-a-thon on Sunday, February 12, from 2:00 to 4:00 p.m. at the Liberty Retro Bowl. They will provide Board members with a recent newspaper article about their residential program.

TNC will begin the Claymont home kitchen renovations in the next month. They will open a new ISL on March 1.

As there were no further discussions, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,

Mary Olshefski
Secretary